



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

www.dmh.ca.gov

CONTINUOUS EXAMINATION

OPEN SPOT FOR ATASCADERO, COALINGA, METROPOLITAN AND PATTON STATE HOSPITALS

PSYCHIATRIC TECHNICIAN TRAINEE (SAFETY)

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age (40 and above), religion, marital status, national origin, ancestry, disability (mental and physical, including HIV/AIDS), medical condition (i.e., cancer or genetic characteristics), political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE

This is an open examination for the Department of Mental Health, Atascadero, Coalinga, Metropolitan and Patton State Hospitals. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

NOTE: All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**ATASCADERO STATE HOSPITAL
EMPLOYMENT OFFICE
PO BOX 7005
ATASCADERO, CA 93423-7001
(805) 468-3384**

**COALINGA STATE HOSPITAL
SELECTION SERVICES UNIT
PO BOX 5002
COALINGA, CA 93210
(559) 935-4305/ TDD (559) 935-7120**

**METROPOLITAN STATE HOSPITAL
SELECTION SERVICES UNIT
11401 SOUTH BLOOMFIELD AVENUE
NORWALK, CA 90650
(562) 651-3121 / TDD (800) 735-2929**

**PATTON STATE HOSPITAL
HUMAN RESOURCES-EXAM/HIRING
3102 EAST HIGHLAND AVENUE
PATTON, CA 92369
(909) 425-7000 / TDD (909) 862-5730**

EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs within the last 12 months, you are not eligible to compete in this examination.

FINAL FILE DATE

CONTINUOUS TESTING – NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at anytime.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

PSYCHIATRIC TECHNICIAN TRAINEE (SAFETY) TL71/8238

FINAL FILLING DATE: CONTINUOUS

IDENTIFICATION REQUIRED	Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
EXAMINATION DATES	Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.
SALARY RANGE	\$2,385 - \$2,610 The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have <u>read</u> , <u>understood</u> , and <u>possess</u> the basic qualifications required. NOTE: All applicants must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.
MINIMUM QUALIFICATIONS	Enrollment in a Psychiatric Technician training program accredited by the California Board of Vocational Nurse and Psychiatric Technician Examiners. (Applicants who are eligible for enrollment in an accredited program will be admitted to the examination and may be appointed in the next lower class of Psychiatric Technician Training Candidate, but they must be enrolled before they will be eligible for appointment to this class.) And Education: Equivalent to completion of the 12th grade. (Enrollment as a senior in the last semester of high school will admit applicants to the examination, but they must submit evidence of completion before they can be considered eligible for appointment.)
SPECIAL PERSONAL CHARACTERISTICS	An interest and willingness to work in State hospitals with the Department of Mental Health for diagnostic and treatment services; willingness, as a trainee, to do routine or detailed work; ability to handle stressful situations; patience; tolerance; tact; alertness; neat personal appearance; and hearing and vision required for successful job performance.
SPECIAL PHYSICAL CHARACTERISTICS	Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.
DRUG TESTING REQUIREMENTS	Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination, or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.
POSITION DESCRIPTION	Under close supervision and in a training capacity, to participate in the treatment programs of a State hospitals with the Department of Mental Health for diagnostic and treatment services; to acquire knowledge, skills, and attitudes needed to provide a basic level of general behavioral and psychiatric nursing care for mentally disordered offenders; and to do other related work.
POSITION LOCATION(S)	Atascadero, Coalinga, Metropolitan and Patton State Hospitals.
EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. <i>Candidates who do not appear for the interview will be disqualified.</i>
EXAMINATION SCOPE	QUALIFICATIONS APPRAISAL – WEIGHTED 100% In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

**ELIGIBLE LIST
INFORMATION****Ability to:**

1. Communicate effectively.
2. Acquire general behavioral and psychiatric nursing knowledge, skill and attitudes.
3. Apply Basic nursing knowledge and understanding of the behavior of mentally disabled clients.

Departmental open eligible lists will be established for the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals. The eligible lists will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals only. Each hospital/facility will establish its own list. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Examination and/or Employment Application (STD. 678) forms are available at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

DEPARTMENT OF MENTAL HEALTH

1600 9th Street, Room 121
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922